

C-O-N-F-I-D-E-N-T-I-A-L

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. 12-64

22 May 1964

TO: Agency Training Officers

IBM PROFICIENCY PROGRAM

8-11 June 1964

1A-07 Langley

Under the sponsorship of the Office of Training, the IBM Electric Typewriter Division, Washington, D. C., will conduct an IBM Proficiency Program during the week of 8 June. There will be eight sessions, morning and afternoon for four days, of one and a half hours each, during which a representative from IBM will explain the maintenance of the IBM typewriter and will offer advice on typing shortcuts. All sessions will be in 1A-07 Langley Headquarters.

The program is primarily for typists and stenographers who have come on duty with the Agency within the last year and who are using IBM electric typewriters. (It is assumed that other typists and stenographers attended previous programs; however if necessary, they may attend for refresher reasons.) The morning sessions are from 9:30 to 11:00; the afternoon sessions, from 1:30 to 3:00. After each morning session there will be an extra half-hour for an explanation on the use of the IBM Selectric typewriter; after the afternoon session there will be a half hour for a demonstration of the use of IBM transcription equipment. These "extra" sessions are for typists and stenographers who are using the IBM Selectric typewriter or IBM transcription equipment. It is not necessary for them to attend the regular 90-minute morning session or afternoon program.

To facilitate registration the schedule for the week has been planned according to major components. Attendance at each session is limited to 30. To register, Training Officers only need to send a memorandum to the Registrar, attention Admissions and Information Branch, 832 Broyhill, in which he lists the name, (see other side.)

GROUP 1
Excluded from automatic
downgrading and
declassification

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GS grade, and the date on which the individual will attend.
Registration closes Wednesday, 3 June.

The schedule:

DDP	8 June	0930-1100
DDS	8 June	1330-1500
DDS	9 June	0930-1100
DDP	9 June	1330-1500
DDI	10 June	0930-1100
O/DCI & DDS&T	10 June	1330-1500
DDP	11 June	0930-1100
DDI	11 June	1330-1500

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Questions concerning the program are to be directed to Mrs. [REDACTED] extension 2100; those concerning registration are to be directed to the Admission and Information Branch, extension 2365.

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